

POST MBABANE - Compliance checklist for documentation required for the Packing and Transportation tender

This list must be completed and returned as part of your tender submission

Documents to be attached	Documents attached?	
	YES	NO
1. Completed hardcopy rates sheet for this tender.		
2. Valid copies of all licenses and memberships (SRFA, FIDI, ISO, IATA).		
3. Copy of Company's registration with the registrar of Companies in Eswatini and any other relevant documentation pertaining to company registration.		
4. Evidence of the transporting company and freight forwarder that they operate a business with permanent address and telephone number requirement within Eswatini e.g. Eswatini Post and Telecommunications Bill		
5. List on 5 largest clients (by Volume) in the past 3 years, demonstrating prior experience with relevant past performance records. List should include volume of cargo processed by your firm for this client per year, client contact information (name, position, phone number, email address).		
6. Names of transporting companies assigned for freight movements, if outsourced with the relevant certificates.		
7. Certificate of Insurance.		
8. A hardcopy brochure of organization with history of company.		
9. Last three years' financial statements and auditor's reports.		
10. Current and valid pest control certificates for each location/warehouse including bonded stores located at a different location.		
11. Current and valid fire extinguisher/sprinkler system inspection certificates for each location/warehouse including bonded stores located at a different location.		
12. Statement from cognizant fire insurance rating organization or insurance company determining the sufficiency and adequacy of firefighting water supply. The system must be accredited by a firefighting facility.		
13. Current Calibration certificates for all scales (platform and mobile scales) at all locations.		

NOTE! All documents requested in the tender may not be listed above and should still be attached as requested in the tender document. Additional supporting documents may be requested during the evaluation phase.